



City of Cincinnati

Annual Employee Performance Evaluation

Name _____ Classification _____

ID# _____ Dept\Div _____

Due Date of Rating _____

☐ ANNUAL REVIEW ☐ PROBATIONARY ☐ SPECIAL REVIEW

1. Quality of Work: Includes accuracy; achievement of work assignments; completion of work on schedule; initiative and resourcefulness; neatness of work product; soundness of decisions.

Rating: ☐ Does Not Meet Expectations ☐ Meets Expectations ☐ Exceeds Expectations
(Needs Improvement) (Valued Employee)

Explain Why:

2. Quantity of Work: Includes amount of work performed.

Rating: ☐ Does Not Meet Expectations ☐ Meets Expectations ☐ Exceeds Expectations
(Needs Improvement) (Valued Employee)

Explain Why:

3. Rules and Regulations: Includes compliance with rules, policies, and directives; practices safety and proper use of tools and equipment; ethical conduct.

Rating: ☐ Does Not Meet Expectations ☐ Meets Expectations ☐ Exceeds Expectations
(Needs Improvement) (Valued Employee)

Explain Why:

Name _____ *Classification* _____

ID# _____ *Dept/Div* _____

4. **Interpersonal Skills:** Includes participation and teamwork; contribution to unit morale; working cooperatively with the public, peers, and subordinates; accepting advice and counseling from supervision.

Rating: ☐ Does Not Meet Expectations ☐ Meets Expectations ☐ Exceeds Expectations
(Needs Improvement) (Valued Employee)

Explain Why:

-
5. **Customer Service Delivery:** Practices and exhibits effective customer service skills both internal and external users of City services.

Rating: ☐ Does Not Meet Expectations ☐ Meets Expectations ☐ Exceeds Expectations
(Needs Improvement) (Valued Employee)

Explain Why:

-
6. **Attendance:** Meets normal standards, including tardiness; and observance of work hours; number of chargeable incidents of absence during rating period _____.

Rating: ☐ Does Not Meet Expectations ☐ Meets Expectations ☐ Exceeds Expectations
(Needs Improvement) (Valued Employee)

Explain Why:

-
7. **Supervisory Skill (Supervisor Only):** Includes planning and assigning work; making decisions; training, instructing, and evaluating employees; leadership; employee safety and welfare.

Rating: ☐ Does Not Meet Expectations ☐ Meets Expectations ☐ Exceeds Expectations
(Needs Improvement) (Valued Employee)

Explain Why:

THE ORIGINAL OF THIS COMPLETED SECTION ONLY MUST BE FORWARDED
(INTERDEPARTMENTAL MAIL OR HAND DELIVERED) TO THE HR DEPARTMENT.

Name _____ Classification _____

ID# _____ Dept\Div _____

Due Date of Rating _____

☐ **ANNUAL REVIEW**

☐ **PROBATIONARY**

☐ **SPECIAL REVIEW**

Rater's Overall Evaluation - Check only one rating factor.

_____ **Exceeds Expectations**

Consistently remarkable, distinguished performance. Employee displays initiative and creativity. Employee has substantially enhanced department efficiency and/or effectiveness. Supervisor must provide specific reasons for rating.

_____ **Meets Expectations**

Employee is performing as required and expected in a satisfactory manner
"Valued Employee"

_____ **Does Not Meet Expectations**

Performance does not fully meet job requirements as described below.
Supervisor must provide employee with specific improvement guidelines.
"Needs Improvement"

Rater's Name (Please Print) _____

Rater's Signature _____ Title: _____

Reviewers Overall Rating:

☐ Does Not Meet Expectations

(Needs Improvement)

☐ Meets Expectations

(Valued Employee)

☐ Exceeds Expectations

Reviewer's Comments: (If Reviewer's disagrees with Rater's Overall Rating, Reviewer must explain in detail)

Reviewers Signature _____ Title _____

To the Employee: Your signature is requested here only as an indication that you have seen this report. Your signature is not intended to imply that you agree with the ratings.

I saw this Appraisal on _____ Signature: _____

Employee Comments: (Optional)